

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
Phone: (334) 242-3389
Fax: (334) 242-1110
www.personnel.alabama.gov

Current Announcement

PLANNING AND ECONOMIC DEVELOPMENT SPECIALIST IV-21234

Salary: \$55,327.20 - \$84,276.00

Announcement Date: February 11, 2015

Application Deadline: March 4, 2015

JOB INFORMATION

The Planning and Economic Development Specialist IV is a permanent full-time position with the Alabama Department of Economic and Community Affairs and the Alabama Law Enforcement Agency. Positions are located in Montgomery. Employees in this class are responsible for managing the operation of a system of assigned state and federal programs and performing administrative work in planning and developing the use of state and federal grant and loan programs.

MINIMUM REQUIREMENTS

- Graduation from an accredited* four-year college or university with a Bachelor's degree in any major.
- Three years of supervisory or program manager experience involving state or federal programs administered at the local, state, or federal level, including two years of administrative experience.
- For the promotional register, current permanent status as a Planning and Economic Development Specialist III by the closing date of March 4, 2015 in addition to the qualifications listed above.

NOTE

- Experience in planning and/or monitoring the administration of state or federal programs administered at the local, state, or federal level may substitute for the required education on a year-for-year basis.

EXAMINATION

- **Open-Competitive** to all applicants and **Promotional** to current state employees in the job classification listed above.
- An **Assessment Center** will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years. The **Assessment Center** will comprise 100% of the final score for the open-competitive register.
- A Candidate Information Guide for this examination will be mailed to all qualified applicants at a later date.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. Application must be received by 5:00 p.m. on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

*Individuals currently on the register MUST reapply to remain eligible for employment.
Veteran's credits are NOT allowed on promotional examinations.*

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

**State of Alabama Personnel Department
Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States listed below:
 - Southern Association of Colleges and Schools (SACS)
 - Middle States Commission on Higher Education (MSCHE))
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Higher Learning Commission (HLC)
 - New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
 - Western Association of Schools and Colleges –Senior College and University Commission (WASC-SCUC)
2. Coursework or degrees from schools that have not been accredited by one of the above listed regional accreditation associations may be accepted if a *regionally accredited school** considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

*The term "regionally accredited school" refers to an institution of higher education accredited by one of the above listed accreditation associations.